



Parkview on the Park RESIDENT SELECTION CRITERIA

I. FAIR HOUSING

The Owner and Managing Agent will not discriminate against any individual or household due to race, color, creed, national or ethnic origin or ancestry, religion, sex, sexual orientation, age, disability, handicap, military status, source of income, marital status or presence of children in a household. No criteria shall be applied or information considered, pertaining to attributes or behavior that may be imputed by some to a particular group or category. All criteria shall be applied equitably and all information considered on an applicant shall be related solely to the attributes and behavior of the individual members of the household.

II. PREFERENCES AND RESTRICTIONS

All residents of Parkview on the Park must age and income qualify. This community is operated under the Section 42 of the Internal Revenue Code. In addition, special financing has also been provided by the County of Los Angeles Department of Mental Health. 40 Units of Parkview on the Park must qualify for the Section 42 program and MHSA Eligibility programs combined. Preferences for Parkview on the Park 40 MHSA units shall be granted to households that fall under the following criteria: 1. Currently Homeless 2. Age 62 and older.

III. APPLICATION PROCESSING

When completed applications are received, the application will be date and time stamped. Each applicant will be processed according to its income eligibility, unit size and unit availability. Applications received when no apartments are available will be put on the interest list in the order of application received until such time that the interest list is closed.

IV. OCCUPANCY STANDARDS GUIDELINES

Units will be occupied in accordance with the following standards:

UNIT SIZE	MINIMUM	MAXIMUM
Studio	1	2

V. VERIFICATION PROCESS

A. Financial:

1. All Income will be verified in writing from the income source on appropriate project income verification forms.
2. All assets, including bank accounts, will be verified in writing.
3. A resident's income cannot exceed the program restrictions on the property based upon the area median income as published annually by the U.S. Dept. of HUD.
4. To protect the development from rent charge loss or delinquency, applicants' monthly household income must equal at least 2 times the resident's determined rent per the Housing Authority of the County of Los Angeles. An exception may be made when an applicant can prove that their current rent is equal to or greater than the development's rent. At least six months' worth of rent receipts must be verified.
5. Applicants credit history, prior and current landlord references and criminal background will be reviewed and considered in the selection process.
6. Third-party income verification will be required from all sources, including, but not limited to:
 - a) Employment, Unemployment
 - b) Government Assistance, TANF, etc.
 - c) Social Security, Pension, VA Benefits
 - d) Disability
 - e) Savings and checking
 - f) Asset verification, property, home, stocks, bonds, annuities, IRA, etc.
7. Income is calculated based on the applicant's annual gross income. Annual gross income includes income from assets.

B. The site administrator or other representative of management will interview all applicants.

C. No pets will be allowed. An assistance animal is not considered a pet. There are exceptions to this and reasonable accommodations are based on specific cases.

D. The applicant is responsible for completing the application accurately. Misrepresentation of information is grounds for disqualification. If an applicant is rejected for any reason, the applicant will be informed in writing. A unit will not be held during an appeal process.

E. The income of every household member (except live-in care attendants) will be counted when determining qualification

F. All members of the household must be **62** years of age or older.

G. Additions to the Household during the initial lease term shall require that the entire household be re-qualified at the initial income limit.



VI. REJECTED APPLICATIONS

- A. Applicants may be rejected for any of the following:
1. Behavior and Conduct: A history of behavior which constitutes a direct threat to the health or safety of other individuals. Conviction for drug-related crimes, burglary, robbery, vandalism or aggravated assault or other crimes against persons or property;
 2. Blatant disrespect, disruptive, aggressive or anti-social behavior toward the Managing Agent, the Development or other residents exhibited by an applicant or family member any time prior to move-in (or a demonstrable history of such behavior);
 3. A negative landlord or other reference, encompassing failure to comply with the lease, poor payment history, NSF checks, late payments, poor housekeeping habits, or eviction for cause;
 4. Failure to present all members of the family at the full family interview, or some other time acceptable to management, prior to completion of Initial Certification;
 5. A negative credit report;
 - a) a credit rating of 5 to 9
 - b) collections or judgment
 - c) unpaid utility bills;
 6. Falsification of any information on the application;
 7. Family composition not appropriate for available bedroom size;
 8. Failure to update application for the waiting list within specified time when notified;
 9. Failure to maintain good housekeeping habits in a safe and sanitary condition;
 10. A household entirely of Students, and does not qualify for an exemption from this rule;
 11. Changes in Income or Assets prior to move in. If the financial scenario of a household changes after application and verification of such, but prior to occupancy in a way to effect the household's ability to pay rent or renders the household not overqualified for the program(s) on the property, this may cause the rejection of the application;
 12. Unable to contact Applicant after three attempts; Failure to respond to contact attempts or failure to appear for scheduled interview appointment;
 13. Other good cause, including, but not limited to, failure to meet any of the selection criteria in this document.
- B. All rejected applicants will have the right to appeal the decision. A reasonable accommodation can be requested if the denying factor is attributable to a verifiable disability. For your convenience you may request a *Reasonable Accommodation* form from management however you are not required to use this form when requesting a Reasonable Accommodation. The appeal must be received by the administrator no later than fourteen (14) days after the rejection letter was sent.
- C. Rejected applicants may not reapply for a period of one year.

VII. PROCESSING FEE

Each applicant will be charged a nonrefundable application-processing fee of \$30.00. This fee will include checking credit, prior rental history, criminal background checks and administrative fees.

VIII. APPLICANT ACKNOWLEDGEMENT

I/We the applicant(s) acknowledge that I/we have received a copy of this Resident Selection Criteria and understand the terms of possible tenancy.

Date this day _____

Applicant

Applicant

Applicant

Applicant